

Item #: _____

Moved by: _____

Prepared by: Bobby Stephenson

Seconded by: _____

Approved by: Lee Hopson

RESOLUTION APPROVING A CONTRACT WITH DIVERSIFIED COMPANIES, LLC. FOR PROFESSIONAL SERVICES TO PRINT AND MAIL SHELBY COUNTY AND OTHER MUNICIPALITIES' TAX NOTICES FOR FY 2017 IN THE AMOUNT NOT TO EXCEED \$619,606.00. THIS ITEM REQUIRES EXPENDITURE OF COUNTY GENERAL FUNDS IN THE AMOUNT OF \$619,606.00. SPONSORED BY COMMISSIONER MARK BILLINGSLEY.

WHEREAS, The Shelby County Trustee has need for the printing and mailing of tax notices for Shelby County and other municipalities; and

WHEREAS, The County issued a Request for Proposals ("RFP") Number 16-003-53, on March 11, 2016, and Diversified Companies, LLC demonstrated sufficient knowledge and expertise to provide such services while providing the most responsive proposal on March 23, 2016; and

WHEREAS, the parties, Shelby County and Diversified Companies, LLC., desire to enter into a contract, Exhibit A, setting forth the terms and conditions under which Diversified Companies, LLC will provide said services; and

WHEREAS, Funds in the amount of \$619,606.00 have been included in the FY2016-2017 Trustee Operating Budget, Account Numbers 042-800801-6678 Professional Services- Other in the amount of \$200,402.00 and 042-800801-6459 Postage and Mail Services in the amount of \$419,204.00, for a total request in the

amount of \$619,606.00, subject to adoption by the County Commission and availability of funds at the time the purchase order is issued.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the contract, attached hereto as Exhibit "A" and incorporated herein by reference, is hereby approved subject to approval of the FY17 Operating Budget with respect to the period beginning July 1, 2016 through June 30, 2017 in the total amount of \$619,606.00.

BE IT FURTHER RESOLVED, That the (3) additional one-year options to renew are hereby approved subject to the annual appropriation of funds for each renewal term, through the adoption of each fiscal year's Operating Budget by the Board of Commissioners.

BE IT FURTHER RESOLVED, That the County Mayor is hereby authorized to execute any and all documents necessary to the intents of this Resolution, executed copies of which documents shall be placed on file in Contracts Administration and Purchasing Department.

BE IT FURTHER RESOLVED, That the County Mayor and Director of Administration and Finance are authorized to issue their warrant or warrants in an amount not to exceed \$619,606.00 to Diversified Companies, LLC., for the purposes contained in this Resolution and to take proper credit in their accounting therefor.

BE IT FURTHER RESOLVED, That the Purchasing Department is authorized to issue purchase orders pursuant to said contract subject to the availability of funds in the account at the time the purchase order is issued.

BE IT FURTHER RESOLVED, That this Resolution shall become effective in accordance with the Shelby County Charter, Article II, Section 2.06(B).

Mark H. Luttrell, Jr.
Shelby County Mayor

Date: _____

ATTEST:

Clerk of County Commission

ADOPTED: _____